New Jersey Dynamic Learning Maps 2023-24
Security Breach and Irregularity Report Form

Instructions for the District/School Test Coordinator (DTC/STC):

1. This form must be completed with all the required information by the DTC/STC with the assistance of the test administrator, if necessary. **Do not** include any personally identifiable information (PII) about the student on this form.

2. When completing this form, please ensure you provide a detailed description of the incident, investigation steps taken, and actions taken by staff to resolve the incident. Review second page of this form for more information.

3. When this form is completed it must be saved as follows:"**DistrictName_SchoolName_DLM_Date**." For example: "Any **District_Any School_DLM_040424**"

4. Keep a copy of this completed form, give one to your Chief School Administrator, and email the completed form to assessment@doe.nj.gov.

Security Breach

Complete and submit form without delay. NJ DLM training materials and test security agreements explain what issues should be identified as a security breach.

Other Testing Irregularities:

Complete and submit form within one week when reporting a significant test administration issue.

Reminders:

- Test administration issues include, but are not limited to, the following:
  - Missing test component such as missing item responses, missing graphics, etc.;
  - Missing accessibility features selected, or example magnification not present (after verifying that the student's PNP was marked correctly);
  - DLM technology issues not related to district technology/internet failure;
  - Use of incorrect student login ID;
  - School/District emergency resulting in test session left open or device left unattended.

- **Do Not Report** issues related to schedule changes; taking breaks during testing due to student fatigue/behavior; district technology issues; changing test administrators; student absenteeism resulting in late or incomplete testing due to close of test window; etc.

Security Breach and Irregularity Report Form

District: School:

District Organization/CDS Code: Contact Name:

Role: Email:

Chief School Administrator: Type of Issue:

Date of Incident: Grade:

Testlet Name/Number: Content Area:

Test Administrator Name and SMID:

Student State ID Number (NJ Smart ID – Last 4 Digits only):

Detailed Description (add additional pages as needed):

Detailed Description (Page 2) – optional